

# MEMORANDUM

Office of the City Clerk



**To:** Thomas J. Wilson, City Manager  
**From:** Gail Blalock, City Clerk  
**Subject:** Commission Vacancies  
**Date:** December 17, 2004

At the December 7, 2004, City Council meeting, Council Member Giordano asked for a report from staff on how the public is made aware of vacancies on City Commissions. Listed below are the various methods that have been used to announce vacancies and encourage residents to submit Community Service Applications.

- Vacancy notices are posted at City Hall and at the Library;
- The City's website contains a "Commissions" page with information about all City Commissions and includes information on becoming a City Commissioner, lists current vacancies, and includes the application form;
- The City Calendar mailed to every residence each year includes the Community Service Application;
- Once a year (in December) a list of all Commission terms expiring in the next calendar year is published in the Milpitas Post;
- Staff liaisons will make announcements at Commission meetings asking Commissioners to encourage people they know to apply;
- Articles have been included in the Milpitas Connection and one will be in the next issue of the new City Newsletter;
- Display ads are occasionally placed in the Milpitas Post;
- Individual Commissions have promoted their Commission at community events.

My observation over the years has been that the most effective way to encourage residents to apply for City Commissions has been word-of-mouth. People generally apply when they know someone who is on a commission or because someone has suggested or asked them to apply.

gb  
cc: Mayor & Council